

**OFFICE OF SELECTMEN
6 HOLLAND STREET
PO BOX 139
MOULTONBOROUGH, NH 03254**

Selectmen's Meeting

November 3, 2016

MINUTES

Selectmen: Christopher P. Shipp, Chair, Russell C. Wakefield, Vice Chair, Josiah H. Bartlett, Jean M. Beadle, Paul T. Punturieri; Walter P. Johnson, Town Administrator; and Hope K. Kokas, Administrative Assistant.

- I. **CALL TO ORDER:** Chris called the meeting to Order at 7:00 P.M.
- II. **PLEDGE OF ALLEGIANCE:**
- III. **REVIEW / APPROVAL MINUTES:** Chris asked to amend the work session minutes of October 27th, I. Call to Order, striking Chairman Shipp and adding Russ, as he didn't arrive to the meeting until 4:15 p.m. Jean Made the Motion to approve the October 19th Special Meeting Minutes, October 20th Minutes as written, October 27, 2016 Work Session minutes as amended and the Non-Public Minutes as written. Josh Seconded. The Motion carried Unanimously.
- V. **NEW BUSINESS:** Chris asked and the Board agreed to start out of order to allow Town Moderator Harry Blood and Town Clerk Barbara Wakefield to give their presentation.
1. **Review for Action: Harry Blood, Town Moderator, Election Day Duties:** Mr. Blood provided the Selectmen with information about their election duties. He said it will be a long day and they will be under a watchful eye. He asked the Board to be sure to have at least one Selectmen in the lobby to direct voters, while others will be counting the absentee ballots. The Police Department will be patrolling the area to eliminate voter polling. The voting booths should be checked continually to be sure that political information has not been left there. Once the polls are shut down, people will be counting the write-in votes, packing up the ballots and sealing them. Mr. Blood said that the team work that occurred in the state primaries was great and he expected the same for the national election. He told the Board that he gave his approval to the Boy Scouts to have a box inside for people to deposit American flags for retirement. The Selectmen thanked the Town Moderator and the Town Clerk for coming to their meeting and their efforts.
2. **Review for Action: Consent & Signature File as of November 3, 2016:**

11/3/16	Federal Surplus Property Agreement	N/A
11/3/16	Certification of Yield Taxes	086-003
11/3/16	Tax Collector's Yield Tax Warrant	086-003
11/3/16	Administrative Abatement	213-017-000-CG0-087
11/3/16	Administrative Abatement	245-062
11/3/16	Administrative Abatement, 2016 Tax Deeded Property	176-016
11/3/16	Administrative Abatement, 2016 Tax Deeded Property	164-018
11/3/16	Administrative Abatement, 2016 Tax Deeded Property	150-027
11/3/16	Administrative Abatement, 2016 Tax Deeded Property	249-009
11/3/16	2016 Charitable Exemption, Carbonfund.Org Foundation	107-008

Russ Made the Motion to approve the Consent & Signature File for November 3, 2016, Paul Seconded. The Motion carried Unanimously.

3. Review for Action: 2017 Steamboat Rally: Chris asked the Board if they had any objections to the Steamboat Association's request for the use of Lee's Mills September 5, 2017 through September 18, 2017, and also the use of the Lions Club facility to hold their dinner on September 16, 2017, 3 p.m. to 10 p.m. Russ Made the Motion to approve the Lee's Mills Steam Boat Association's request to use the Lee's Mills facility from September 5 through September 18, 2017 as stated in their letter dated October 8, 2016, and the use of the Lions Club facility September 16, 2017, 3 p.m. to 10 p.m. for their annual dinner. Josh Seconded. Paul asked about the scheduling of the Lions Club facility. Walter replied that we are working with the Lions Club on this and in an effort to not have 2 calendars going at once, they are scheduling these events even though it goes beyond the end of the lease agreement in June. The Motion carried Unanimously.
4. Review for Action: 2016 Community Garden Sponsors: Paul commented that last year the Town provided gift cards to the sponsors of the Community Garden and it was a nice token of appreciation, and Moved to approve the purchase of 6 gift cards, totaling \$600, which leaves a positive cash flow of \$900. Josh Seconded. Walter noted that the request was for gift cards to the Common Man, and he suggested that the Board ask the Committee Chair to consider purchasing gift cards from local Moultonborough businesses in an effort to support our local businesses. Paul amended his Motion to reflect Walter's suggestion. Josh Seconded the amended Motion. The Motion carried Unanimously.
5. Review for Action: Reclassification of Assistant Recreation Director Position: Walter explained that as of December 1, 2016 the US Department of Labor has changed the criteria for eligibility for non-exempt positions, increasing the salary threshold from \$455 per week to \$913 per week, along with other changes. This change would be above the current salary for the Assistant Recreation Director position. He asked the Board to reclassify this position to non-exempt and to budget the average amount of overtime hours of 140 per year, at approximately \$4,200. Jean said that she was OK with the change and thought in an effort to keep the overtime hours manageable, that the hours for this position should be flexible to accommodate the extra activities that are outside of the normal work day. Paul agreed that creative scheduling should be looked at. Walter said that was being done now, and this is the only position that is effected by this new law. Paul Moved to reclassify the position of Assistant Recreation Director as of December 1, 2016 from an exempt position to a non-exempt position and the Department Head account for an overtime amount in the FY17 budget of \$4,200. Russ Seconded and the Motion carried Unanimously.
6. Review for Action: Release of Non-Public Minutes, 6/24/10, 7/29/10, 9/16/10, 7/21/11, 7/28/11, 7/30/11 & 8/17/11: Josh Made the Motion to release the Non-Public Minutes as stated, Jean Seconded. The Motion carried Unanimously. Josh commented that the past non-public procedures can't continue. Non-public minutes shouldn't stay sealed indefinitely. Chris commented that all of these minutes occurred before this Board was seated. Josh felt that they need to be cognizant of the law. The Selectmen agreed that's their purpose.

VI. OLD BUSINESS:

1. Lakes Region Planning Commission Appointments: The Board agreed to table this for their next meeting/work session, November 9th. Paul reiterated to the Board that he is not

able to continue working on the commission. Walter will contact Barbara Perry to learn of her interest to continue in this appointment.

VII. OTHER BUSINESS:

1. Board Update Reports: 1) Paul reported that the Master Plan Steering Committee finished 2 chapters which will be going to the Planning Board later this year. 2) Jean told the Board that Representative Karel Crawford has been working with DOT regarding improvements to Moultonboro Neck Road and learned that they plan to do a complete resurfacing of the road in 2019. Chris commented that 2019 is a long time off. Russ agreed, adding that the state has “band aided” this road over many years with resurfacing and after a year the old problems return. Resurfacing only covers up the problems. Paul reminded the Board that LRPC asks Towns to prioritize roads that need repair and Moultonborough needs to push for reconstructing the Neck Road.
2. Town Administrator’s Report: Walter reported that Phase 1 work on the PSB parking lot is complete until the spring for work on Phase 2. Paving has also been completed under the 2016 Road Program, adding that Marvin Road will be done in the next week or so. The Highway Foreman position has been posted in-house. Two in-house applications have been received for the part time position at the Transfer Station and interviews will take place this week. The new position description for Highway Mechanic will be ready for their review at next week’s meeting. Walter reported that to date he has received 2 ‘yes’ and 1 ‘no’ for the regional SelectBoard meeting to be held November 22nd. The no was from Center Harbor as they couldn’t meet on that day. He asked if they wanted to go ahead with the November meeting or try for a meeting in December or early January. The Board agreed that they should try with a later date in the hopes of getting more towns to participate. Walter informed the Board that the former owner of 2 of the properties that were recently tax deeded, 158 Shaker Jerry Road (MBLU 176-016) and Zermatt Street (MBLU 150-007) has expressed an interest in repurchasing both of these lots in accordance with RSA 89:90. He requested that the Board authorize the preparation of quit claim deeds from the Town to Randall Martel for the 2 properties upon receipt of cash or certified funds for payment in full for all required taxes, interest, penalty, and fees. Josh Moved to authorize the Town Administrator to have quit claim deeds prepared for Map 176 Lot 016, 158 Shaker Jerry Road, and Map 150 Lot 007, Zermatt Street in expectation of full payment in accordance with RSA 89:90. Paul Seconded. The Motion carried Unanimously. Walter informed the Board that CEO Don Cahoon has contacted the owners of the fire damaged properties located at 35 St. Moritz Street and 768 Whittier Highway requesting that the damaged buildings be repaired or razed. The owner of 768 Whittier Highway has stated that the building will be razed this fall. There has been little effort by the property owner of 35 St. Moritz Street to address the matter. Walter requested approval to move forward and order the repair or removal of the building on 35 St. Moritz Street in accordance with RSA 155-B. Chris commented that perhaps the owner of this property needed more time, as this occurred this summer and it takes time for things to be settled. He added the concerns about this property came in rather quickly. Walter reported that the open building is attracting animals and vagrants, as there is still trash on site, and is a hazard to the public. The neighbors want it taken care of and letters have been received by Property Owners Association of Suissevale about the problem. Josh Made the Motion to authorize the Town Administrator to move forward with the order per RSA 155-B to either repair, raze, or to secure the building if needed. Jean asked if the Town pays for this and Walter replied that there is language in the RSA

to address this. Russ Seconded. Jean commented that the fire on Whittier Highway happened way before the fire on St. Moritz Street and they too need to move forward. The Motion carried Unanimously. The staff holiday party is scheduled for December 9th and employees will receive notice in their paychecks next week. Walter reminded the Selectmen that they will be meeting on Wednesday, November 9th for a work session/business meeting at 4 p.m. The Planning Board is holding their public hearing on the zoning amendments that same day at 7 p.m. Walter told the Board that he would give them an update on the Town Planner position during non-public session.

3. Advisory Budget Committee Minutes, September 27, 2016: Acknowledged.
4. Planning Board Minutes, October 26, 2016: Acknowledged.

VIII. CORRESPONDENCE: None.

IX. CITIZEN INPUT: 1) Joe Cormier referred to last week's Work Session and the discussion about the Town discontinuing plowing private roads. He acknowledged that the question is being sent to Town Counsel for review. Mr. Cormier said that he is concerned about this and questioned the Town's authority. He asked and the Board confirmed that it is likely the question will go before Town Meeting. Mr. Cormier thought that this could be enforced through the subdivision regulations. The Town's private road policy requires that at least 3 lots be on a private road in order for the Town to provide plowing/sanding. Mr. Cormier questioned the policy's number of 3. 2) Eric Taussig asked about the Town paving a portion of Castle Shores Road which he thought was a private road. Walter replied that Castle Shores is a public road as is depicted on the state's road map. Mr. Taussig expressed his concern for Blacks Landing Road and his request to have a small section of this road paved. Chris suggested that he speak with DPW Director Chris Theriault. Mr. Taussig said he wanted to look at this map and Walter invited him to come to his office to view it.

X. NON-PUBLIC SESSION: Paul Made the Motion to go into Non-Public Session per RSA 91 A:3II (b) for hiring and to return for the sole purpose to adjourn. Josh Seconded. A roll call was taken: Josh - Aye; Paul - Aye; Russ - Aye; Jean - Aye, Chris - Aye. The Motion carried Unanimously and the Selectmen went into Non-Public Session at 7:59 p.m.

The Board exited Non Public Session at 8:11 p.m. Josh Made the Motion to seal the minutes. Paul Seconded and the Motion carried Unanimously.

XI. ADJOURNMENT: Paul Made the Motion to Adjourn. Josh Seconded. Motion Carried Unanimously. Chris adjourned the meeting at 8:12 p.m.

Approved

Date
Respectfully Submitted
Hope K. Kokas, Administrative Assistant